D2L Brightspace - Daylight Experience
The Quizzes Tool
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Introduction

D2L Brightspace - Daylight Experience® is an excellent tool for instructors. This document has been developed to introduce you to the Quizzes Tool. The following will help you gain a greater understanding of D2L Brightspace - Daylight Experience, as it relates to creating and managing quizzes in your course.

Objectives

The following learning objectives are covered in this document:

- Creating Quiz questions
- Creating a section for Quiz questions
- Moving questions into a section
- Deleting questions or sections
- Creating a Quiz
- Randomizing Quiz questions
- Viewing and submitting in-progress Quiz attempts
- Re-grading Quiz questions for all attempts
- Using the LockDown Browser
Creating Assessments with the Quizzes Tool

The Quizzes Tool is used to create assessments for your students. The following explains how to create an assessment using the Quizzes Tool:

Creating the Quiz

1. To begin creating a new quiz, click Quizzes on the NavBar.

2. Click the New Quiz button.

3. The Properties tab will appear. In the Name field, enter something descriptive of the quiz such as Chapter 1 Quiz (See Figure 3).

4. Assigning a Category allows you to group items together in the gradebook. The following options are available for selection when using a category:
   a. Select an existing category: Click the drop-down arrow to select a category (See Figure 3).
   b. Add category: Click add category to create a new category item (See Figure 3).

5. You may add questions or edit existing questions to your quiz using Add/Edit questions. To begin, click Add/Edit Questions (See Figure 3).
6. Prior to entering quiz questions, you may want to complete quiz configuration. Below Add/Edit Questions, you have several additional options available to include with your quiz:

a. **Description / Introduction**: Click the drop-down arrow to add text fields for entry of a description and/or introduction (See Figure 4).

b. **Expand page header / footer**: Click the drop-down arrow to add text fields for entry of a header and/or footer (See Figure 4).

c. **Optional Advanced Properties**: Click the drop-down arrow to view options for question hints, disabling right-click, and preventing access to various D2L tools while a quiz attempt is in progress (See Figure 4).

**Note**: The options to allow hints and disable right-click are not enabled by default; however, preventing use of email, instant messages, and alerts during a quiz attempt is checked and enabled by default.

![Figure 4 - Additional Options](image)

7. Next, click the **Restrictions** tab at the top of the page.

![Figure 5 - Restrictions Tab](image)
8. The quiz status defaults to a status of Inactive to allow you to determine when you want to enable students to view the quiz in the course. Students will only see items with a status of Active. To change the status of the quiz to Active:

a. Under Status, click the drop-down arrow (See Figure 6).
b. In the drop-down menu, click Active (See Figure 6).

Note: Leave as Inactive until you have completed quiz configuration.

![Figure 6 - Change Status from Inactive to Active](image)

9. Click the Has Due Date checkbox to enable a due date in which students will need to take the quiz by (See Figure 7).

10. Click the Has Start Date checkbox to enable a start date to make the quiz item visible to students (See Figure 7).

11. Click the Has End Date checkbox to enable an end date when the quiz will be closed to students (See Figure 7).

12. Click the checkbox next to Display In Calendar to display dates in a student’s calendar (See Figure 7).

Note: The quiz must have a status of Active to enable display of the item in the course calendar.

![Figure 7 - Quiz Dates](image)
13. If you want to attach release conditions based on other elements of your course, you have two options (See Figure 8):

a. **Attach Existing**: Allows you to attach conditions you have previously created (See Figure 8).

b. **Create and Attach**: Allows you to create new conditions to attach to the quiz (See Figure 8).

![Figure 8 - Additional Release Conditions](image)

14. If you would like students to take the quiz using the *Respondus Lockdown Browser*, you will use the **LockDown Browser Dashboard** tab outside of the quiz. For more detailed instructions, see D2L Quizzes -LockDown Browser Dashboard in the [UIT Documentation Center](https://www.uitps.ucsb.edu).
15. In the Timing section, a Recommended Time Limit of 120 minutes is enabled by default. If you want to enforce a time limit for the quiz, select **Enforce a time limit** (See Figure 10).

16. This enables fields to enter a time limit, insert a grace period, and indicate what should happen after the grace period is exhausted (See Figure 10).

**Note:** The show clock will automatically be enabled when selecting **Enforce a time limit**.

a. **Allow the student to continue working:** Allows students to submit the quiz after time has expired. The quiz will be marked as late (See Figure 10).

b. **Prevent student from making further changes:** Submits the quiz when time has expired (See Figure 10).

c. **Allow the student to continue working, but automatically score the attempt as zero after an extended deadline:** Allows you to add extra minutes to the grace period. If the late limit expires, the quiz will be scored as zero (See Figure 10).

![Figure 10 - Quiz Timing](image)
17. The following explains the options for using the *Special Access* features (See Figure 11):

a. **Allow selected users special access to this quiz**: Allows students to see the quiz and take it with the original settings. The student(s) with special access will be able to access the quiz following the special access settings (See Figure 11).

b. **Allow only users with special access to see this quiz**: Allows only those students who have been given special access to see and take the quiz (See Figure 11).

![Figure 11 - Special Access Options]

18. Click **Save** at the bottom of the page.

![Figure 12 - Click Save]

19. Click the **Assessment** tab.

![Figure 13 - Click the Assessment Tab]

20. The **Allow attempt to be set as graded immediately upon completion** checkbox is automatically checked. When this setting is turned on, users can see their score as soon as they submit the quiz attempt and the score is sent to the gradebook.

![Figure 14 - Allow attempt to be set as graded immediately upon completion]
21. To associate the quiz with a Grade Item in the Gradebook, select the item in the **Grade Item** drop-down list.

![Figure 15 - Grade Item](image)

22. To automatically export the quiz score to the gradebook, click the **Allow automatic export to grades** checkbox.

**Note:** The quiz must be associated with a grade item to enable the **Allow automatic export to grades** checkbox.

![Figure 16 - Allow automatic export to grades](image)

23. **Student View Preview** allows you to customize what is displayed to students. To edit display settings:
   a. Click the **drop-down arrow** (See Figure 17).
   b. Click **Edit Display Settings** (See Figure 17).

![Figure 17 - Student View Settings](image)
24. The *Display Overrides* window opens. Click the **Override display options for this item** checkbox (See Figure 18).

25. Uncheck **items** you do not want displayed (See Figure 18).
26. Click **Save** when you have made your selections (See Figure 18).

![Display Overrides](image-url)

*Figure 18 - Display Overrides*
27. In the Attempts section, the number of attempts for the quiz defaults to one, but you have the ability to increase the number of times a quiz may be taken and how to calculate the overall grade for the quiz. To alter the number of quiz attempts (See Figure 19):

a. Click the Attempts Allowed drop-down arrow and make a selection between unlimited and ten attempts (See Figure 19).

b. Click the Overall Grade Calculation drop-down arrow and make a selection (e.g., Highest Attempt, Lowest Attempt, Average of All Attempts, First Attempt, or Last Attempt) (See Figure 19).

c. Click Apply (See Figure 19).

Note: Optional advanced attempt conditions will appear if the number of attempts selected is between two and ten.

28. To restrict access to attempts, enter a minimum or maximum percentage value that needs to be achieved on the previous attempt to qualify for another attempt.

Figure 19 - Attempts/Overall Grade Calculation

Figure 20 - Advanced Attempt Conditions
29. To view the default submission view or create a custom view for students, click the **Submission Views** tab.

![Figure 21 - Submission Views Tab](image)

30. The **View Settings** window opens. You have two options:
   a. To view and modify the default view settings, click **Default view** (See Figure 22).
   b. To add additional views, click the **Add Additional View** button (See Figure 22).

![Figure 22 - Default View](image)

31. When selecting the default view, the following section options are pre-filled and/or pre-selected, but you have the ability to make changes:

   a. **View Properties**: This contains a text field to create a message to students prior to taking the quiz. A toolbar appears above the text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as a tool to open the text in the Full Screen Editor to access additional formatting options.

![Figure 23 - View Properties](image)
b. **View Details**: Allows selection of options related to what students view after the quiz has been submitted

1) **Show Questions/Answers**: Select to show questions/answers after the quiz has been submitted (See Figure 24).

2) **Score**: users will be able to see their score as soon as they submit their attempt. The score that is displayed is only what the system can auto-grade (See Figure 24).

3) **Statistics**: Show the class average and score distribution (See Figure 24).

![Figure 24 - View Details](image)

32. Once you have made your alternate selections, click the **Save** button at the bottom of the page.

![Figure 25 - Click Save](image)
33. If you prefer to add a new view, click the Add Additional View button.

![Add Additional View](image)

**Figure 26 - Add Additional View**

34. This opens the Add View window with a blank message field and all the same selection options mentioned in steps 30 to 32 above.

**Creating Quiz Questions**
D2L Brightspace - Daylight Experience gives you the ability to create and customize various types of questions for your quiz. The following demonstrates multiple choice and true/false configuration options:

**Creating a Question - Multiple Choice**
1. Click Quizzes on the Navbar.

![Quizzes](image)

**Figure 27 - Quizzes**
2. The *Manage Quizzes* window appears. Click the **Quiz** to which you want to add a question (e.g., Chapter 1 Quiz).

![Figure 28 - Open Quiz](image)

**Note:** You may also edit the quiz by clicking the **drop-down arrow** and selecting **Edit**.

3. The *Edit Quiz* window appears. Under *Quiz Questions*, click the **Add/Edit Questions** button.

![Figure 29 - Add/Edit Questions](image)

4. Click **New** (See Figure 30).

5. From the **drop-down**, click a **question** to create (e.g. Multiple Choice Question (MC)) (See Figure 30).

![Figure 30 - Multiple Choice Question](image)
6. The New Multiple Choice configuration window opens. In the Question Text field, enter the desired question text.

![Figure 31 - Question Text]

7. A toolbar appears above any text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as view the text in full-screen to access additional formatting options.

![Figure 32 - Text Formatting Toolbar]

8. Enter the Answer selection options, indicating the correct answer by placing a checkmark in the appropriate checkbox.

![Figure 33 - Answer Options]

**Note:** To remove answer choices, click the (x) to the right of the field that you want to remove. If you need additional options, click the Add Answer link below the answer options. An additional question will be added each time you click the link.
9. If you want to randomize answers for each quiz attempt, click the **Randomize answers for each student** checkbox (See Figure 34).

10. Assign the **Default Points** for your question (See Figure 34).

11. A preview of your question is displayed to the right of the screen.
12. To add question feedback, hints, descriptions, custom weights, and/or enumeration, click the **Options link** above the question (See Figure 36).

13. Make a selection in the **drop-down menu** (See Figure 36).

![Figure 36 - Question Options](image)

**a. Add Feedback:** Insert a text field below each answer to enter your feedback.

![Figure 37 - Add Feedback](image)
b. **Add Hint:** Inserts a single text field below the question to provide a hint.

![Figure 38 - Add Hint](image)

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c. **Add Short Description:** Inserts text field above the question to enter a short description for the question.

![Figure 39 - Add Short Description](image)

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d. **Add Custom Weights:** Inserts a percentage box in front of each question to allow entry of custom weight values.

![Figure 40 - Add Custom Weights](image)
e. **Add Enumeration**: Enables a drop-down menu above the point value field to allow you to select the enumeration style.

![Figure 41 - Add Enumeration](image)

14. When you have made all of the desired selections for the question, you have the following options available:
   a. **Save**: Saves the question to the question library with the options selected (See Figure 42).
   b. **Save and New**: Saves the question and creates a new blank question (See Figure 42).
   c. **Save and Copy**: Saves the question and creates a copy for you to modify (See Figure 42).
   d. **Cancel**: Cancels without saving the question (See Figure 42).

![Figure 42 - Save Options](image)

**Adding Another Question - True/False**

1. Click **New** (See Figure 43).
2. In the drop-down menu, click the desired **type of question** (e.g. True/False) you want to create (See Figure 43).

![Figure 43 - True or False Question](image)
3. The True or False configuration window appears. Click in the Question Text section to enter your question.

![Figure 44 - Question Text](image)

4. A toolbar appears above any text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as a tool to open the text in the Full Screen Editor to access additional formatting options.

![Figure 45 - Text Formatting Toolbar](image)

5. To use the full screen editor, click the Open in Full Screen Editor button in the toolbar.

![Figure 46 - Click the Open in Full Screen Button](image)
6. The **Full Screen Editor** window opens to provide access to format text size, appearance, and alignment; insert photos, links, equations, tables, and more (See Figure 47).

7. Click the **Close Full Screen Editor** button when all formatting is complete (See Figure 47).

8. In the **Answers** section, indicate the correct answer for the true/false question by clicking the **checkbox** associated with it (See Figure 48).

9. Under **Default Points**, enter a **point value** for the correct answer (See Figure 48).

10. A **preview** of your question is displayed to the right of the screen (See Figure 48).

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**Figure 47 - Full Screen Editor**

**Figure 48 - Question Preview**
11. To add question feedback, hints, descriptions, and/or enumeration, click the **Options link** above the question (See Figure 49).

12. Make a **selection** in the **drop-down menu** (See Figure 49).

![Figure 49 - Question Options](image)

- **Add Feedback**: Inserts a text field below answers to enter your feedback (See Figure 50).
- **Add Hint**: Inserts a single text field below the question to provide a hint (See Figure 50).
- **Add Short Description**: Inserts a description field above the question (See Figure 50).
- **Add Enumeration**: Enables a drop-down menu above the point value field to allow you to select the enumeration style (See Figure 50).

![Figure 50 - T/F Options](image)
13. When finished making selections for the question, you have three options for saving:
   a. **Save**: Saves the question to the question library with the options selected (See Figure 51).
   b. **Save and New**: Saves the question and creates a new blank question (See Figure 51).
   c. **Save and Copy**: Saves the question and creates a copy for you to modify (See Figure 51).
   d. **Cancel**: Cancels without saving the question (See Figure 51).

![Figure 51 - Save Options](image)

14. You will be brought back out to the add/edit questions page. Click **Done Editing Questions**.

![Figure 52 - Done Editing Questions](image)

15. Once you add quiz questions, the **Quiz Questions** section is activated to allow you to determine options for quiz questions. The following options are available (See Figure 53):
   a. **Questions per page** field: Enter the number of questions to display per page (See Figure 53).
   b. **Paging checkbox**: Check to prevent students from moving backwards (See Figure 53).
   c. **Shuffle order**: Click to shuffle the order questions for each quiz attempt (See Figure 53).
   d. Click the **Add/Edit Questions** or **Edit Question Values** to add or make changes to questions (See Figure 53).

![Figure 53 - Quiz Questions Section](image)
Randomizing Quiz Questions

D2L Brightspace - Daylight Experience allows the creation of randomly ordered questions for each quiz attempt, creating a different quiz for each attempt. The following explains how to create a random question section:

**Note:** The questions must first be created in the *Question Library*. Please see the *D2L Brightspace - Daylight Experience: Question Library* document in the UITS Documentation Center for further information about creating questions in the *Question Library*.

1. In your course, click **Quizzes** on the Navbar.
2. Select the applicable **Quiz** which to add a Random Section, or create a new Quiz.
3. Under **Quiz Questions**, click **Add/Edit Questions**.

![Figure 54 - Add/Edit Questions](image)

4. Click the **New** button (See Figure 55).
5. Click **Question Pool** (See Figure 55).

![Figure 55 - Random Section](image)
6. Enter a **name** in the title field (e.g., Random question pool) (See Figure 56).

   **Note:** The title is not visible to students by default.

7. Click **Browse Question Library** (See Figure 56).

   ![Figure 56 - Enter Section Name & Save](image)

8. The **Browse Question Library** window will open. In the **Source** drop-down, choose the **location** in your **Question Library** where your questions are saved (See Figure 57).

9. Click the **checkbox** next to questions/sections that you want to add to your quiz (See Figure 57).
   a. **Select all:** Click the **checkbox** next to a **section** folder to select all questions within the folder (see Figure 57).
   b. **Select individual items:** Click the arrow next to a **section** folder to display additional questions and click the **checkbox** next to each question you wish to include (See Figure 57).

10. Click **Add** once finished selecting questions (See Figure 57).

   ![Figure 57 - Browse Question Library](image)
11. Determine the **number of questions** to be selected randomly from the list of questions in the *Number of Questions to Select* field (See Figure 58).

12. Enter the **points to assign** each question (the point value will be the same for each question in the random section) in the *Points per Question* field (See Figure 58).

13. Click the X next questions you would like to remove from the *Question Pool* (See Figure 58).

14. A preview of the random questions will be displayed in the panel to the right (See Figure 58).
   a. Click the refresh button to preview a new selection of questions (See Figure 58).

15. When finished, click **Save** (See Figure 58).

16. You will be brought back to the *Edit Questions* view. Click **Done Editing Questions**.

![Figure 58 - Question Pool Set up Options](image)

![Figure 59 - Done Editing Questions](image)
Previewing the Quiz

The following explains how to preview quiz questions:

1. From the Manage Quizzes tab, click the drop-down arrow to the right of the quiz you want to preview (See Figure 60).

2. Click Preview (See Figure 60).

3. To preview from within the quiz, click the drop-down arrow next to the quiz name (See Figure 61).

4. Click Preview (See Figure 61).
5. The *Preview Quiz* window appears displaying the quiz details. Click the **Start Quiz** button.

![Figure 62 - Start Quiz](image)

6. All quiz questions will be displayed, including any random section questions. To navigate the questions, you have the following options:

**Note:** Each time you preview the quiz, any random section questions will be in a different order.

a. Click the **question** you want to view (See Figure 63).

b. Scroll through **questions** using the scroll bar (See Figure 63).

7. Click **Exit Preview** to close the *Preview* window (See Figure 63).
Using the LockDown Browser

1. Click the Quizzes button on the Navbar.

2. Click the LockDown Browser button.

3. The About LockDown Browser page will open. Click Continue to LockDown Browser.
4. The first time you click the LockDown Browser button, you will receive a notification indicating that the Respondus application wants to access your information to configure the LockDown Browser.
   a. Click the **Do not ask me again for this application** checkbox (See Figure 67).
   b. Click **Continue** (See Figure 67).

![Figure 67 - LockDown Browser Setup](image)

5. Once the **LockDown Browser** is configured, you have the option to enable for any quiz in your list of quizzes. Click the **quiz** for which you want to use the LockDown Browser (See Figure 68).

6. In the drop-down menu, click **Settings** (See Figure 68).

![Figure 68 - Select Quiz](image)

7. Click the **Require Respondus LockDown Browser** radio button (See Figure 69).
8. (Optional) Insert a **password** to access the quiz, if desired (See Figure 69).
9. Click the **Expand button** next to **Advanced Settings** to access additional options (See Figure 69).

![Figure 69 - Require LockDown Browser](image)
10. The following explains the options available in *Advanced Settings* (See Figure 70):

a. **Lock students into the browser until the exam is complete**: Prevents students from exiting LockDown Browser before their exam is submitted. An optional password can be entered to enable an exam proctor to close the browser during a proctored exam (See Figure 70).

b. **Allow students to take this exam with an iPad**: Enables use of an iPad to take an exam. The LockDown Browser app must be installed on the device (See Figure 70).

c. **Allow access to specific external web domains**: Allows entry of website addresses that students may access during the quiz (See Figure 70).

**Note:** Multiple addresses may be entered, separated by a comma.

d. **Enable Calculator on the toolbar**: Enables a standard or scientific calculator on the toolbar (See Figure 70).

e. **Enable Printing from the toolbar**: Enables a print button on the toolbar to take a screenshot of the exam (See Figure 70).

![Figure 70 - Advanced Settings](image-url)
11. Under Monitor Webcam Settings, Don’t require Respondus Monitor for this exam is selected by default. It is recommended that you do not make any changes to this section. To save your selections, click Save and Close.

![Monitor Webcam Settings](image)

**Figure 71 - Monitor Webcam Settings**

12. The LockDown Browser will be enabled for the selected quiz. “Requires Respondus LockDown Browser” will be added to the title of the quiz.

![Chapter 1 Quiz](image)

**Figure 72 - Requires Respondus LockDown Browser**

**Note:** When the LockDown Browser is selected for a quiz, the Security Options in the quiz restrictions will automatically be checked. You may only make changes to these options using the LockDown Browser button.

![Security Options](image)

**Figure 73 - Quiz Restrictions**

Viewing and Submitting In-Progress Quiz Attempts

When a student begins a quiz attempt, but does not submit their attempt, the instructor may view the in-progress attempt and force-submit any questions saved by the student. The following explains how to locate and submit an in-progress attempt:

1. In your course in D2L Brightspace, click Quizzes on the NavBar.
2. Click the drop-down arrow next to the applicable quiz (See Figure 74).
3. In the drop-down menu, click Grade (See Figure 74).

![Figure 74 - Click Grade](image)

4. By default, the grading view displays only students who have completed quiz attempts. In the Restrict to drop-down menu, click Users with attempts in progress (See Figure 75).

![Figure 75 - Search for Users with Attempts in Progress](image)

5. Click the Search button just above the drop-down menu (See Figure 75).
6. The in-progress quiz attempt(s) will appear. Click the **Enter Quiz as User** button next to the in progress attempt.

![Figure 76 - Enter Quiz as User](image)

7. The **Enter Quiz As User** confirmation message appears. Click **Yes**.

![Figure 77 - Click Yes](image)

8. The in process attempt is displayed. To submit the attempt on behalf of the student, click the **Submit Quiz** button.

![Figure 78 - Click Go to Submit Quiz](image)
9. The Quiz Submission Confirmation window appears. Click Submit Quiz.

![Quiz Submission Confirmation Window](image)

Figure 79 - Click Submit Quiz

10. The quiz will be submitted.

**Re-grading a Quiz Question for All Attempts**

An instructor may need to re-grade a quiz question after students have completed a quiz. For instance, an instructor may wish to throw out a question and give all students credit; or, an instructor may need to give credit for an answer that was not originally marked as the correct answer.

The following explains how to re-grade a question:

1. In your course, click **Quizzes** on the **NavBar**.
2. Click the **drop-down arrow** next to the applicable quiz (See Figure 80).
3. In the drop-down menu, click **Grade** (See Figure 80).

![Drop-down Arrow](image)

Figure 80 - Drop-down Arrow
4. Click the **Questions** tab (See Figure 81).
5. Click the **Update All Attempts** radio button (See Figure 81).

![Figure 81 - Questions/Update All Attempts](image)

6. Click the **question** that needs to be re-graded.

**Note:** If you have updated the question after initial grading, you will need to update in the **Questions not in the quiz anymore** section.

7. The **Update All Attempts** window appears. Question response information is displayed at the top of the screen. The options for re-assessment are as follows:
   a. **Give to all attempts:** Specify a point value to apply to all attempts (See Figure 82).
   b. **Give to attempts with a particular answer:** Allows you to specify a point value to apply to attempts with a specified answer (See Figure 82).

   ![Figure 82 - Grading Type](image)

   c. You also have a **Comment** field to which you may add a description of the reason for the re-assessment.
8. Click the Save button at the bottom of the page.

![Save button image](image)

Figure 83 - Click Save

**Exporting Quiz Grades to Excel**

1. In your course, click Quizzes on the Navbar.
2. The Manage Quizzes window will appear. Click the drop-down arrow to the right of the applicable quiz (See Figure 84).
3. In drop-down box, click Grade (See Figure 84).

![Grade dropdown image](image)

Figure 84 - Click Grade

4. The Grade Quiz screen appears. Click Export to Excel.

![Export to Excel image](image)

Figure 85 - Click Export to Excel
5. A pop-up window appears with *Open with Microsoft Excel* selected by default. Click **OK** to open the Excel workbook.

![Figure 86 - Open with Microsoft Excel](image)

6. The workbook opens in Microsoft Excel.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
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